

CITY CLERK

MISSION STATEMENT

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City departments and the general public rely on for information regarding the operations and legislative history of the City. The impartial office respectfully serves as the liaison between citizens and the municipal government and keeps them informed of the actions of the City government.

may be called; filing Campaign Statements and Statements of Economic Interests, as required by the Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council; advertising notices of hearings, bid openings, and other legal notices; administering the Records Management Program and maintaining a comprehensive annual historical collection.

DESCRIPTION

The City Clerk is an elected official who serves as Clerk to the City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections, and consists of four divisions: City Clerk Services; Elections; Legal Advertising; and Records Management.

The City Clerk is charged with maintaining all official records; keeping complete and accurate records of all City Council, Successor Agency, and other related proceedings; maintaining the Burbank City Charter and Municipal Code; and, conducting all municipal elections as scheduled, as well as any special election

CHANGES FROM PRIOR YEAR

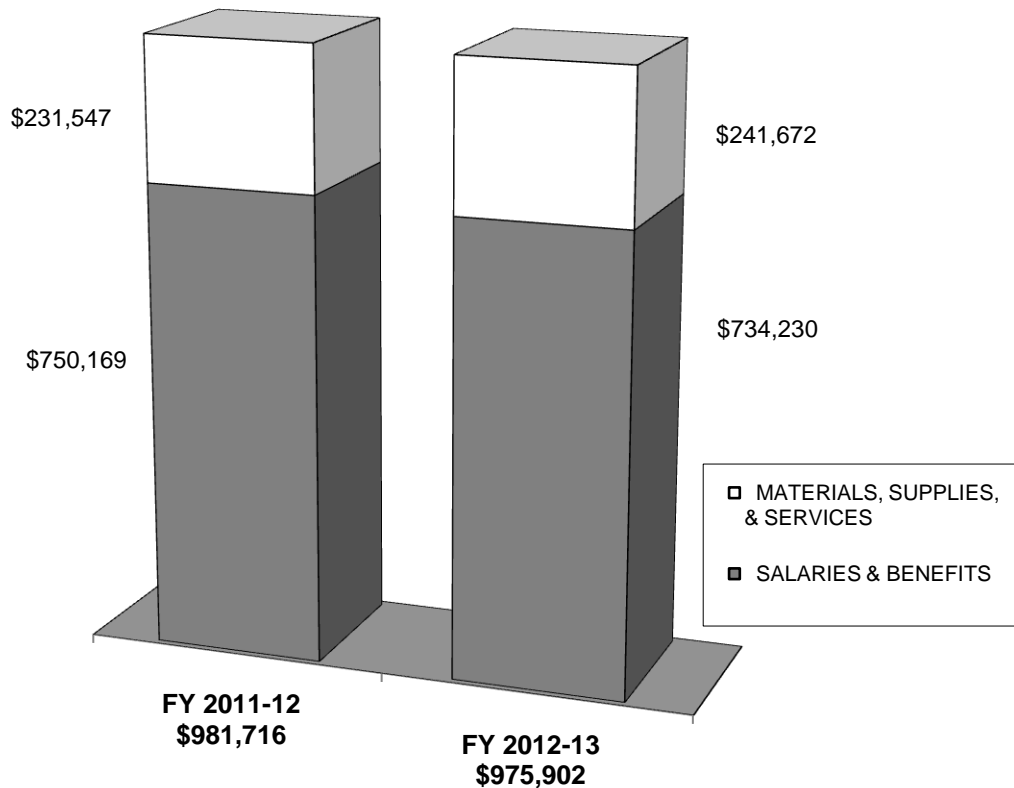
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. In light of the current budgetary constraints, the Department has maintained its discretionary budget as in Fiscal Year 2011-12.

DEPARTMENT SUMMARY

| | EXPENDITURES 2010-11 | BUDGET 2011-12 | BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|--------------------------------------|---------------------------------|---------------------------|---------------------------|-----------------------------------|
| Staff Years | 7,000 | 7,000 | 7,000 | |
| Salaries & Benefits | \$ 672,722 | \$ 750,169 | \$ 734,230 | \$ (15,939) |
| Materials, Supplies, Services | 337,127 | 231,547 | 241,672 | 10,125 |
| TOTAL | \$ 1,009,849 | \$ 981,716 | \$ 975,902 | \$ (5,814) |

CITY CLERK

Department Summary



2011-12 WORK PROGRAM HIGHLIGHTS

- Completed review of the Municipal Code and made available to the general public.
- Implemented the update of the Burbank Records Retention Schedule, conducted annual destruction and departmental transfers.
- Implemented electronic filing of the Statement of Economic Interests forms.

2012-13 WORK PROGRAM GOALS

- Conduct a Primary and General Election for three Council seats, City Clerk, City Treasurer and two Board of Education seats.
- Complete the update of the City's Document Imaging Program policies after the purchase of the new records management software.
- Continue the implementation of the Records Management Improvement Project.
- Continue the revision updates of the Burbank Municipal Code.
- Continue providing excellent customer service to departments requesting records.

Services Division

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The City Clerk Services Division prepares agendas and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority, and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps, and other official documents. All official documents are public information, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers, and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers as soon as new ordinances become effective.
- Provide the public, City departments, and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City's Conflict of Interest Code.

BUDGET HIGHLIGHTS

The Division continues to find ways to operate in the most effective and efficient manner. The discretionary budget has gone up as a result of providing increased online municipal code services.

DIVISION SUMMARY

| | EXPENDITURES FY 2010-11 | BUDGET FY 2011-12 | BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|--------------------------------------|------------------------------------|------------------------------|---------------------------|-----------------------------------|
| Staff Years | 3,150 | 3,150 | 3,150 | |
| Salaries & Benefits | \$ 299,897 | \$ 344,742 | \$ 335,413 | \$ (9,329) |
| Materials, Supplies, Services | 58,959 | 60,839 | 61,122 | 283 |
| TOTAL | <u>\$ 358,856</u> | <u>\$ 405,581</u> | <u>\$ 396,535</u> | <u>\$ (9,046)</u> |

Elections Division

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This Division is responsible for conducting all phases of the election process for local municipal elections, and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County, and monitoring State legislation to maintain appropriate procedures and ensure that Title 3 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

OBJECTIVES

- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Maintain an up-to-date Elections Code.

BUDGET HIGHLIGHTS

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections, and for any special election that may be called. In light of the current budgetary constraints, the Division did not request the traditional five percent increase to cover inflationary costs associated with the 2013 municipal elections. However, the Council appropriated \$10,500 to cover the cost of return postage on ballots for the 2013 elections.

DIVISION SUMMARY

| | EXPENDITURES FY 2010-11 | BUDGET FY 2011-12 | BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------------------|----------------------------|----------------------|-------------------|---------------------------|
| Staff Years | 1.300 | 1.300 | 1.300 | |
| Salaries & Benefits | \$ 127,646 | \$ 146,334 | \$ 142,906 | \$ (3,428) |
| Materials, Supplies, Services | 235,337 | 119,406 | 129,906 | 10,500 |
| TOTAL | \$ 362,983 | \$ 265,740 | \$ 272,812 | \$ 7,072 |

Legal Advertising Division

001CC01C

The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council, and advertises other legal notices as required by law.

OBJECTIVES

- Prepare, publish, post and mail notices for all public hearings before the City Council, Redevelopment Agency and related bodies.
- Publish all notices for the Planning Board, bid openings, and other legal notices as required by law.

BUDGET HIGHLIGHTS

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices. The Division maintained its discretionary budget to Fiscal Year 2011-12 levels. However, the Division is experiencing a general increase in legal advertising costs.

DIVISION SUMMARY

| | EXPENDITURES 2010-11 | BUDGET 2011-12 | BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------------------|-------------------------|-------------------|-------------------|---------------------------|
| Staff Years | 0.400 | 0.400 | 0.400 | |
| Salaries & Benefits | \$ 35,354 | \$ 39,646 | \$ 38,515 | \$ (1,131) |
| Materials, Supplies, Services | 25,607 | 35,000 | 35,000 | |
| TOTAL | \$ 60,961 | \$ 74,646 | \$ 73,515 | \$ (1,131) |

Records Management Division

001CC01D

The Records Management Division administers the Citywide Records Management Program for the entire municipal government, and maintains a historical records collection. The program was established in 1972 to provide an organized program to control utilization, maintenance, retention, preservation and disposition of City records. The objective enabled the City to effectively conduct its business by ensuring that important records are organized and maintained in such a way as to be easily stored, retrieved and identified; providing for the annual transfer of inactive records for storage in the Records Center; helping preserve records with long-term or permanent value as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and stabilizing the growth of records in offices through systematic disposition of records no longer needed for administrative, legal, fiscal, historical, or research purposes.

OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.

BUDGET HIGHLIGHTS

The Division continues to implement the Records Management Improvement Program as well as maintain the Libertynet Imaging System. The discretionary budget has been maintained as in Fiscal Year 2011-12.

DIVISION SUMMARY

| | EXPENDITURES 2010-11 | BUDGET 2011-12 | BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------------------|-------------------------|-------------------|-------------------|---------------------------|
| Staff Years | 2.150 | 2.150 | 2.150 | |
| Salaries & Benefits | \$ 209,825 | \$ 219,447 | \$ 217,396 | \$ (2,051) |
| Materials, Supplies, Services | 17,224 | 16,302 | 15,644 | (658) |
| TOTAL | \$ 227,049 | \$ 235,749 | \$ 233,040 | \$ (2,709) |

Services Division

001CC01A

| | | EXPENDITURES FY 2010-11 | BUDGET FY 2011-12 | BUDGET FY 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------------------|--------------------------------|----------------------------|----------------------|----------------------|---------------------------|
| STAFF YEARS | | 3.150 | 3.150 | 3.150 | |
| SALARIES & BENEFITS | | | | | |
| 60001 | Salaries & Wages | \$ 199,332 | \$ 228,065 | \$ 222,423 | \$ (5,642) |
| 60006 | Overtime | 4,960 | 3,501 | 3,501 | |
| 60012 | Fringe Benefits | 94,415 | 50,142 | 50,222 | 80 |
| 60012.1008 | Fringe Benefits - Retiree | | | 1,525 | 1,525 |
| 60012.1509 | Fringe Benefits - Pension | | 53,770 | 48,795 | (4,975) |
| 60012.1528 | Fringe Benefits - Workers Comp | | 7,764 | 7,447 | (317) |
| 60022 | Car Allowance | 828 | 1,500 | 1,500 | |
| 60031 | Payroll Adjustment | 362 | | | |
| | | 299,897 | 344,742 | 335,413 | (9,329) |
| MATERIALS, SUPPLIES, SERVICES | | | | | |
| DISCRETIONARY | | | | | |
| 62170 | Private Contractual Services | \$ 2,415 | \$ 4,200 | \$ 11,700 | \$ 7,500 |
| 62300 | Special Departmental Supplies | 392 | 1,400 | 1,400 | |
| 62310 | Office Supplies | 5,309 | 3,400 | 3,400 | |
| 62440 | Office Equip Maint & Repairs | 62 | 150 | 150 | |
| 62455 | Equipment Rentals | 3,665 | 4,000 | 4,000 | |
| 62700 | Memberships & Dues | 550 | 600 | 600 | |
| 62710 | Travel | 1,492 | 1,515 | 1,515 | |
| 62755 | Training | 4,158 | 4,500 | 4,500 | |
| 62895 | Miscellaneous | 441 | 600 | 600 | |
| NON-DISCRETIONARY | | | | | |
| 62220 | Insurance | 22,752 | 24,177 | 14,932 | (9,245) |
| 62241 | Print Shop | 51 | | | |
| 62485 | F535 Comm Equipment Rental | 4,654 | 4,654 | 6,721 | 2,067 |
| 62496 | F537 Computer Equip Rental | 12,978 | 11,643 | 11,604 | (39) |
| 62875 | Judgements | 40 | | | |
| | | 58,959 | 60,839 | 61,122 | 283 |
| PROGRAM TOTAL | | \$ 358,856 | \$ 405,581 | \$ 396,535 | \$ (9,046) |

Elections Division

001CC01B

| | | EXPENDITURES | BUDGET | BUDGET | CHANGE FROM |
|-------------------------------|--------------------------------|-------------------|-------------------|-------------------|-----------------|
| | | FY 2010-11 | FY 2011-12 | FY 2012-13 | PRIOR YEAR |
| STAFF YEARS | | 1.300 | 1.300 | 1.300 | |
| SALARIES & BENEFITS | | | | | |
| 60001 | Salaries & Wages | \$ 85,121 | \$ 96,575 | \$ 94,390 | \$ (2,185) |
| 60006 | Overtime | 1,681 | 2,238 | 2,238 | |
| 60012 | Fringe Benefits | 40,305 | 43,602 | 20,854 | (22,748) |
| 60012.1008 | Fringe Benefits - Retiree | | | 629 | 629 |
| 60012.1509 | Fringe Benefits - Pension | | | 20,677 | 20,677 |
| 60012.1528 | Fringe Benefits - Workers Comp | | 3,919 | 4,118 | 199 |
| 60022 | Car Allowance | 376 | | | |
| 60031 | Payroll Adjustment | 163 | | | |
| | | 127,646 | 146,334 | 142,906 | (3,428) |
| MATERIALS, SUPPLIES, SERVICES | | | | | |
| DISCRETIONARY | | | | | |
| 62170 | Private Contractual Services | \$ 235,299 | \$ 118,856 | \$ 129,356 | \$ 10,500 |
| 62310 | Office Supplies | | 300 | 300 | |
| 62420 | Books & Periodicals | 38 | 250 | 250 | |
| | | 235,337 | 119,406 | 129,906 | 10,500 |
| PROGRAM TOTAL | | \$ 362,983 | \$ 265,740 | \$ 272,812 | \$ 7,072 |

Legal Advertising Division

001CC01C

| | | EXPENDITURES | BUDGET | BUDGET | CHANGE FROM |
|-------------------------------|--------------------------------|------------------|------------------|------------------|-------------------|
| | | FY 2010-11 | FY 2011-12 | FY 2012-13 | PRIOR YEAR |
| STAFF YEARS | | 0.400 | 0.400 | 0.400 | |
| SALARIES & BENEFITS | | | | | |
| 60001 | Salaries & Wages | \$ 22,907 | \$ 26,136 | \$ 25,485 | \$ (651) |
| 60006 | Overtime | 709 | | | |
| 60012 | Fringe Benefits | 11,607 | 6,130 | 6,193 | 63 |
| 60012.1008 | Fringe Benefits - Retiree | | | 194 | 194 |
| 60012.1509 | Fringe Benefits - Pension | | 6,230 | 5,616 | (614) |
| 60012.1528 | Fringe Benefits - Workers Comp | | 1,150 | 1,027 | (123) |
| 60022 | Car Allowance | 75 | | | |
| 60031 | Payroll Adjustment | 56 | | | |
| | | 35,354 | 39,646 | 38,515 | (1,131) |
| MATERIALS, SUPPLIES, SERVICES | | | | | |
| DISCRETIONARY | | | | | |
| 62530 | Legal Adv / Printing Ordinance | \$ 25,557 | \$ 35,000 | \$ 35,000 | |
| 62755 | Training | 50 | | | |
| | | 25,607 | 35,000 | 35,000 | |
| PROGRAM TOTAL | | \$ 60,961 | \$ 74,646 | \$ 73,515 | \$ (1,131) |

Records Management Division

001CC01D

| | | EXPENDITURES FY 2010-11 | BUDGET FY 2011-12 | BUDGET FY 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------------------|--------------------------------|----------------------------|----------------------|----------------------|---------------------------|
| STAFF YEARS | | 2.150 | 2.150 | 2.150 | |
| SALARIES & BENEFITS | | | | | |
| 60001 | Salaries & Wages | \$ 132,541 | \$ 140,265 | \$ 137,870 | \$ (2,395) |
| 60006 | Overtime | 1,429 | | | |
| 60012 | Fringe Benefits | 75,146 | 32,817 | 32,603 | (214) |
| 60012.1008 | Fringe Benefits - Retiree | | | 1,041 | 1,041 |
| 60012.1509 | Fringe Benefits - Pension | | 33,182 | 30,786 | (2,396) |
| 60012.1528 | Fringe Benefits - Workers Comp | | 13,183 | 15,096 | 1,913 |
| 60022 | Car Allowance | 226 | | | |
| 60031 | Payroll Adjustment | 483 | | | |
| | | 209,825 | 219,447 | 217,396 | (2,051) |
| MATERIALS, SUPPLIES, SERVICES | | | | | |
| DISCRETIONARY | | | | | |
| 62085 | Professional Services | \$ 5 | \$ 3,500 | \$ 3,500 | |
| 62170 | Private Contractual Services | 5,517 | 900 | 900 | |
| 62300 | Special Departmental Supplies | 1,139 | 900 | 900 | |
| 62420 | Books & Periodicals | | 168 | 168 | |
| 62440 | Office Equip Maint & Repairs | 289 | 350 | 350 | |
| 62700 | Memberships & Dues | 460 | 470 | 470 | |
| 62710 | Travel | 623 | 840 | 840 | |
| 62755 | Training | 3,038 | 3,150 | 3,150 | |
| 62895 | Miscellaneous | | 200 | 200 | |
| NON-DISCRETIONARY | | | | | |
| 62496 | F537 Computer Equip Rental | 6,153 | 5,824 | 5,166 | (658) |
| | | 17,224 | 16,302 | 15,644 | (658) |
| PROGRAM TOTAL | | \$ 227,049 | \$ 235,749 | \$ 233,040 | \$ (2,709) |

CITY CLERK

AUTHORIZED POSITIONS

| CLASSIFICATION TITLES Full Time | STAFF YEARS 2010-11 | STAFF YEARS 2011-12 | STAFF YEARS 2012-13 | CHANGE FROM PRIOR YEAR |
|------------------------------------|------------------------|------------------------|------------------------|---------------------------|
| CITY CLERK | 1.000 | 1.000 | 1.000 | |
| DEPUTY CITY CLERK | 1.000 | 1.000 | 1.000 | |
| RECORDS MGT COORD | 1.000 | 1.000 | 1.000 | |
| MUNICIPAL RCDS CLERK | 3.000 | 3.000 | 3.000 | |
| CLERICAL WORKER | 1.000 | 1.000 | 1.000 | |
| TOTAL FULL TIME | 7.000 | 7.000 | 7.000 | |
| TOTAL STAFF YEARS | 7.000 (7) | 7.000 (7) | 7.000 (7) | |